

Administer Organizational Structure Changes

Table of Content

1	Document History	3
1.1	<i>Change History.....</i>	3
1.2	<i>RASCI.....</i>	3
1.3	<i>Approval Detail</i>	3
1.4	<i>Other Related Documents.....</i>	3
2	Configuration Design Overview	3
3	Process Variants	5
4	Prerequisites.....	6
5	Configuration Details	7
5.1	<i>Set up Number Assignment for all Plan Versions.....</i>	7
5.2	<i>Maintain Number Ranges.....</i>	9
5.3	<i>Maintain Object Types.....</i>	11
5.4	<i>Maintain Infotypes</i>	13
5.5	<i>Maintain Relationships</i>	15
5.6	<i>Maintain Description</i>	18
5.7	<i>General Attribute Maintenance.....</i>	21
5.8	<i>Service type/Category Maintenance.....</i>	27
5.9	<i>Activate Inheritance of Account Assignment Features</i>	31
5.10	<i>Set Up Transport Connection</i>	32
5.11	<i>Set Up Vacancy Infotype.....</i>	35
5.12	<i>Set Up Check Values for Authorities/Resources</i>	37
5.13	<i>Set Up Check Values for Buildings.....</i>	39
5.14	<i>Set Up Integration with Personnel Administration</i>	42
5.15	<i>Integration of Personnel Planning and Master Data.....</i>	45
5.16	<i>Set Up Integration with Cost Accounting/Distribution</i>	48
5.17	<i>Set up Integration with Business Partner</i>	50
6	Configuration Values	52
7	Unit Test Conditions & Results	53
8	Appendix	56
8.1	<i>Infotype Maintenance</i>	56

1 Document History

1.1 Change History

Ver.	Date	Summary of Changes	Author

1.2 RASCI

RASCI	Role	Name	Phone
R			
A			
S			
C			
I			

R: Responsible; A: Accountable; S: Support; C: Contribute; I: Information;

1.3 Approval Detail

Review #	Date	Name & Position of Approver	Signature

1.4 Other Related Documents

Related Document	Comment
N/A	N/A

2 Configuration Design Overview

This section presents an overview of key design concepts and considerations for establishing basic settings configuration in SAP for administering organizational structure changes. The configuration design document will cover the configuration of the organizational structure.

SAP Organizational Management is a key application within the SAP HR module. It is built around the relationships between defined objects, such as Organizational Units, Positions and Persons, which together build a picture of the organization. The staffing structure comprises a consolidated view of the Organizational Units, the Positions that belong to the Organizational Units and the Positions that each Person is assigned to.

The concept of organizational management is based on an object-oriented approach. Each element in the organization represents a stand-alone object with individual characteristics. These objects are created individually and are linked together using relationships. This results in a network that has the flexibility to perform human resources planning, forecasting and reporting.

Although an organizational plan can consist of many object types, the basic building blocks of organizational management will include the following objects:

Object Type	Object Type Key
Organizational Unit	O
Positions	S
Person/Holder	P
Cost Center	K

3 Process Variants

Integration Point #	Process Variant	Configuration Task Name	Variant Description
1	N/A	N/A	N/A

4 Prerequisites

Task	Configuration Task Name Required	Reference Document
1	N/A	N/A

5 Configuration Details

Values in screenshots throughout this document are for illustrative purposes only. Please refer to Section 6 for actual values.

5.1 Set up Number Assignment for all Plan Versions

5.1.1 Business Decision

Consistent number range(s) to be used in the configuration need to be considered by the business.

5.1.2 Configuration Design and Rationale

The cross-plan version number assignment switch is not set in the SAP standard package. Once the installation is complete, the following entry should be set to ensure that number assignments across plans are consistent.

If valid number assignment is not created for all plan versions, then individual number intervals per plan version (and possibly also per object type) must be created.


5.1.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Maintain Number Ranges → Set Up Number Assignment for All Plan Versions	Set up Number Assignment for all Plan Versions	OONC	No

5.1.4 Configuration Steps

Configuration Task Name: Set up Number Assignment for all Plan Versions
Configuration Values: Refer to Section 6
1. Enter T-Code: OONC

Change View "No. Assignment for All Plan Versions": Overview

Documentation   

[illegible]

 Position...

Entry 1 of 1

2. Enter the values specified in **Section 6**

5.2 Maintain Number Ranges

5.2.1 Business Decision

The number range to be used for all objects need to be considered by the business.

5.2.2 Configuration Design and Rationale

The system is delivered with Subgroup \$\$\$\$ that defines the number range to be used for all objects. A different range of numbers can be defined for each type of Organizational object (Organizational Units, Jobs and Positions).

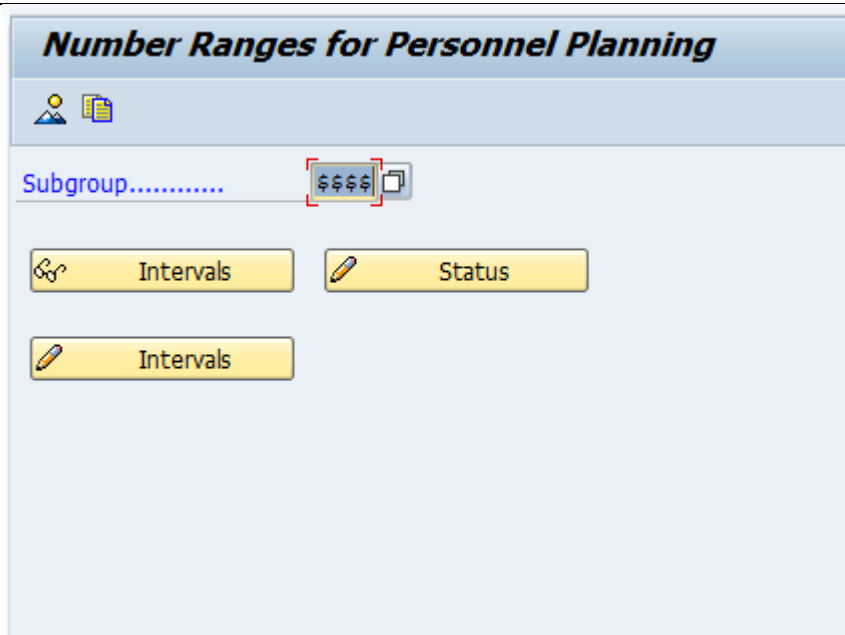
By defining a unique number range to each object type, it will be easier to identify the type of object, as well as being a benefit for reporting purposes. These new subgroups/number ranges override the \$\$\$\$ number ranges. Both external and internal number ranges can be configured to allow users to assign a specific number to the object or to allow the system to automatically assign the number when the object is being created.

5.2.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Maintain Number Ranges → Maintain Number Ranges	Maintain Number Ranges	OONR	No

5.2.4 Configuration Steps

Configuration Task Name: Maintain Number Ranges
Configuration Values: Configuration Values: Refer to Section 6
1. Enter T-Code: OONR
2. On the 'Change View Number Assignment Overview' screen, choose the 'New Entries' button.



5. Choose the Change Intervals button and enter the values specified in **Section 6**

6. Repeat this process, starting at step 4, until all of the remaining Subgroups (\$\$C,\$\$O,\$\$S) have been assigned the corresponding number ranges as specified in **Section 6**

5.3 Maintain Object Types

5.3.1 Business Decision

The business will need to consider:

- The object types to use
- The number and types of new objects that needs to be created.

5.3.2 Configuration Design and Rationale

This step is used to make the settings necessary for changing standard object types and creating new object types.

5.3.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Data Model Enhancement → Maintain Object Types	Maintain Object Types	OOOT	No

5.3.4 Configuration Steps







Configuration Task Name: Maintain Object Types

Configuration Values: Refer to **Section 6**

1. Enter T-Code: OOOT

2. To create a new object, either select an existing object (and click copy) or click on new entries.

Change View "Object Types": Overview

New Entries      

Dialog Structure

- Object Types
 - Essential Relationship
 - External Object Type
 - Structure Search
 - Object Type Key + Tra

O.	Object type text	OrgObj type	Icon name	B
*				
A	Work Center	PDOTYPE_A	ICON_WORKPLACE	
AC	Rule		ICON_ROLE	
AG	Role		ICON_ACTIVITY_GROUP	
AP	Applicant		ICON_EMPLOYEE	
B	Development Plan			
BA	Appraisal	BUS7026		
BG	Criteria Group			
BK	Criterion			
BL	Development Plan Group			
BP	Business Partner			
BS	Appraisal Model	BUS7027		
BU	Budget Structure Element		ICON_BUDGET_STRUCTURE_ELEMENT	
C	Job	PDOTYPE_C	ICON_JOB	
CC				
CH				
CL				
CP	Central person		ICON_EMPLOYEE	
CR				

Position... Entry 1 of 163

3. Enter the values specified in **Section 6** and save.

5.4 Maintain Infotypes

5.4.1 Business Decision

The business will need to consider the following:

- The set of infotypes that will be used in the new SAP implementation
- The names of the infotypes and the objects that will utilize the infotypes
- The requirement for customized infotypes
- Time constraint requirements for the infotypes

5.4.2 Configuration Design and Rationale

This step is used to change the attributes of an infotype. An infotype is a collection of logical or business-related characteristics of an object. The following settings can be configured:

- Change the infotype names
- Assign infotypes to standard object types or to customer- specific object types
- Define another time constraint for an infotype.

5.4.3 Configuration Path







Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Data Model Enhancement → Infotype Maintenance → Maintain Infotypes	Maintain Infotypes	OOIT	No

5.4.4 Configuration Steps

Configuration Task Name: Maintain Infotypes
Configuration Values: Refer to Section 6
1. Enter T-Code: OOIT
2. Select the desired object and double click on Time constraint.

Change View "Time constraint": Details

New Entries



Dialog Structure

▼ Infotypes

• Time constraint

• Infotypes per object

Object type

*

Infotype


1000

Object

Subtype

Time constraint

1



Addl.condition

☒ One entry chosen

3. Maintain time constraint and double click on infotypes per object. Link the infotypes 1000 and 1001 for the new custom objects.

4. Save the record.

5. Repeat for all infotypes specified in **Section 6**

5.5 Maintain Relationships

5.5.1 Business Decision

The business will need to consider the relationships between objects that are required to implement an organizational structure, which best represents the business that the SAP system is being implemented for.

5.5.2 Configuration Design and Rationale

This step is used to make the settings that are required for creating relationships. Relationships between objects can be either reciprocal or in only one direction. The relationships used between standard SAP object types are predefined and should not be changed. Each relationship in SAP will have a three digit key in combination with either an A or B relationship. When the user builds the first relationship, the reciprocal relationship is assumed by the system when appropriate.

5.5.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Data Model Enhancement → Relationship Maintenance → Maintain Relationship	Maintain Relationships	OOVK	No

5.5.4 Configuration Steps

Configuration Task Name: Maintain Relationships
Configuration Values: Refer to Section 6
1. Enter T-Code: OOVK

Change View "Links": Overview

New Entries

Dialog Structure

- Links
 - Relationship Character
 - Additional Data on f
 - Allowed Relationship
 - External Relationship
- Time constraints
- Relationship abbreviatio

Relat'ship	Relationship bottom up	Relationship top down
*		
001	Is a subdivision of	Is subdivided into
002	Reports (line) to	Is line supervisor of
003	Belongs to	Incorporates
004	Is subordinate to (disc.)	Is disc.supervisor of
005	Is subordinate to	Is supervisor of
006	Substitutes for	Is substituted by
007	Describes	Is described by
008	Holder	Holder
009	Successor	Successor
010	Substitute	Substitute
011	Cost center assignment	Cost center assignment
012	Manages...	Is managed by...
013	Staffing requirement	Staffing requirement
014	Cost distribution	Cost distribution
015	Is identical to	Is identical to
017	Is carried out by	Carries out
018	Previous org. assignment	Previous org. assignment
019	Planned org. change	Planned org. change
020	Is a specialization of	Is a generalization of
021	Is equipped with	Is contained in

Position...

Entry 1 of 230

2. Click the 'New Entries' button to create the new relationships as specified in **Section 6**

3. Select the newly created relationship and double click "Allowed Relationships" to maintain it.

5.6 Maintain Description

5.6.1 Business Decision

The business will need to consider Description for objects that are required to implement for Organizational Object, which best represents, the business that the SAP system is being implemented for. Business needs to store Description for Position like.

1. Aboriginal—POC
2. ATSI—POC
3. Working with children--POC

5.6.2 Configuration Design and Rationale

This step is used to make the settings that are required for creating Description types. We can map different description types to the object based on business requirement.

5.6.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Data Model Enhancement → Infotype Maintenance → Maintain subtypes	Maintain Subtypes	OOSU	Yes

5.6.4 Configuration Steps

Configuration Task Name: Maintain Description
Configuration Values: Refer to Section 6
1. Enter T-Code: OOSU
2. Click the 'New Entries' button to create the new subtype as specified in Section 6

Change View "Subtypes": Overview

New Entries

Dialog Structure

Subtypes

Time constraint

Infotyp.	Infotype Name	Subtyp	Subtype text
1002	Description	6034	
1002	Description	6501	Approval ID
1002	Description	9002	Job Purpose
1002	Description	9003	Roles and Responsibility
1002	Description	9004	KPI
1002	Description	9005	Knowledge, Skills and Edu
1002	Description	9006	Aboriginal-POC
1002	Description	9007	ATSI-POC
1002	Description	9008	Working with children-POC
1009	Health Examinations	0001	Health exclusions
1009	Health Examinations	0002	Health examinations
1010	Authorities/Resources	0001	Authority/pwr of attorney
1010	Authorities/Resources	0002	Technical resources
1010	Authorities/Resources	0003	Disciplinary Level
1010	Authorities/Resources	0050	Supervisory instance
1011	Work Schedule	0001	Salaried employees
1011	Work Schedule	0002	Hourly Paid Employees
1011	Work Schedule	ALL	All work schedule groups
1015	Cost Billing		Normal case

3. Select the newly created Subtype and double click "Time Constraint" to maintain it.

Change View "Time constraint": Details

New Entries

Dialog Structure

Subtypes

Time constraint

Object Type S Position
Infotype 1002 Description
Subtype 9006 Aboriginal-POC
Time constraint 2
Addl.condition

Change View "Time constraint": Details

 New Entries     

Dialog Structure

- Subtypes
 - Time constraint

Object Type	S	Position
Infotype	1002	Description
Subtype	9007	ATSI-POC
Time constraint	2	
Addl.condition		

Change View "Time constraint": Details

 New Entries     

Dialog Structure

- Subtypes
 - Time constraint

Object Type	S	Position
Infotype	1002	Description
Subtype	9008	Working with children-POC
Time constraint	2	
Addl.condition		

4. Click on Save.

5.7 General Attribute Maintenance.

5.7.1 Business Decision

The business will need to consider the requirements for creating ASCO/ANZCO codes as Attributes for Position level and also for Maintaining Allowances for Position level.

5.7.2 Configuration Design and Rationale

This step is used to make the settings that are required for creating Attributes. We can map different Attribute types to the object based on business requirement.







5.7.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Payroll → Payroll:GB → Public sector → Higher Education and Research → Interfaces → HESA Data Collection- individualized staff record→Cost center Maintenance in Org.management→Check Subtype of General Attribute Maintenance	Check Subtype of General Attribute Maintenance	OOSU	Yes
2	SAP Customizing IMG → Payroll → Payroll:GB → Public sector → Higher Education and Research → Interfaces → HESA Data Collection- individualized staff record→Cost center Maintenance in Org.management→Setup General Attribute Maintenance Infotype	Setup General Attribute Maintenance Infotype	OH02	Yes

5.7.4 Configuration Steps

Configuration Task Name: Check subtype of general Attribute Maintenance
Configuration Values: Refer to Section 6
1. Enter T-Code: OOSU
2. Click the 'New Entries' button to create the new subtype as specified in Section 6

Change View "Subtypes": Overview

New Entries      







Dialog Structure

- Subtypes
 - Time constraint

Inftyp.	Infotype Name	Subtyp	Subtype text
1222	General Attribute Maint.	0001	General subtype
1222	General Attribute Maint.	0002	Subtype Work Schedule
1222	General Attribute Maint.	0010	CRM: Sales
1222	General Attribute Maint.	0020	EBP: B2B Procurement
1222	General Attribute Maint.	0030	CRM: Service
1222	General Attribute Maint.	0040	Subtype 40
1222	General Attribute Maint.	0050	Subtype 50
1222	General Attribute Maint.	0060	Subtype 60
1222	General Attribute Maint.	0070	Subtype 70
1222	General Attribute Maint.	0080	Subtype 80
1222	General Attribute Maint.	0090	Subtype 90
1222	General Attribute Maint.	0290	Subtype 290 Retail
1222	General Attribute Maint.	Z999	Statutory code
1240	Existence Dependency		
1250	Prof.Gen.: Authorizations		
1251	Prof.Gen.: Specifications		

3. Select the newly created Subtype and double click "Time Constraint" to maintain it.

Change View "Time constraint": Details

New Entries      

Dialog Structure

- Subtypes
 - Time constraint

Object Type	S	Position	
Infotype	1222	General Attribute Maint.	
Subtype	Z999	Statutory code	
Time constraint	2		
Addl.condition			

4. Click on Save.

Configuration Task Name: Setup General Attribute Maintenance infotype

Configuration Values: Refer to **Section 6**

1. Enter T-Code: OH02

2. Click the 'New Entries' button to create the new subtype as specified in **Section 6**

Change View "Scenarios": Overview

New Entries

Dialog Structure

- Attributes
- Scenarios
 - Attributes/Scenarios
 - Object Types

Scenario	Text	Buf...	Subtyp	Path
BWRETAIL	Retail	<input type="checkbox"/>	0290	SBESX
PT	Time Management	<input type="checkbox"/>	0002	SBESX
ZSTAT	Statutory code	<input type="checkbox"/>	Z999	SBESX

3. Select the newly created Scenario and double click "Attribute" to maintain it.

Change View "Attributes": Details

New Entries

Dialog Structure

- Attributes
- Scenarios
 - Attributes/Scenarios
 - Object Types

Attribute: ANZCO

Attributes

Description: ANZCO

Table Name: ZTHR_ATTR_VAL

Field Name: LGART

Object type:

☐ Area

☒ Multiple values

☐ Default vals allowed ☐ Not Modifiable

Technical Settings

☒ No Conversion

ABAP type	C
Internal Length	8
Output Length	4

Change View "Attributes": Details

New Entries

Dialog Structure

Attributes

Scenarios

Attributes/Scenarios

Object Types

Attribute

ASCO

Attributes

Description

ASCO

Table Name

ZTHR_ATTR_VAL

Field Name

LGART

Object type

☐Area

☒Multiple values

☐Default vals allowed

☐Not Modifiable

Technical Settings

☒No Conversion

ABAP type

C

Internal Length

8

Output Length

4

4. Select Scenario and Double click on "Attribute or Scenario" to Maintain

Change View "Attributes/Scenarios": Details



New Entries



Dialog Structure

- Attributes
- ▼ Scenarios
 - Attributes/Scenarios
 - Object Types

Scenario

ZSTAT

Attribute

ANZCO

Attributes/Scenarios

Technical Attributes

Inherit. type

No inheritance

☐ Simulated

Attribute Maintenance

☐ Invisible

☒ Req. attribute

Sequence

Search help-FM

Check module

Change View "Attributes/Scenarios": Details

New Entries

Dialog Structure

- Attributes
- Scenarios
 - Attributes/Scenarios
 - Object Types

Scenario: ZSTAT

Attribute: ASCO

Attributes/Scenarios

Technical Attributes

Inherit. type: No inheritance

☐ Simulated

Attribute Maintenance

☐ Invisible

☒ Req. attribute

Sequence:

Search help-FM:

Check module:

5. Select Attribute and Double click on "Object Types" to Maintain.

Change View "Object Types": Overview

New Entries

Dialog Structure

- Attributes
- Scenarios
 - Attributes/Scenarios
 - Object Types

Object Types

Scenario	Attribute	Obj.Type
ZSTAT	ZCO	S
ZSTAT	ASCO	S

4. Click on Save.

5.8 Service type/Category Maintenance.

5.8.1 Business Decision

The business will need to decide what are the service types required for different company codes they have in their business. Staff categories like Industries (IND), Front line, Commission etc.

5.8.2 Configuration Design and Rationale

This step is used to make the settings that are required for creating Service type or Categories. We can map different Service types to the Company code based on business requirement.







5.8.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Payroll → Payroll: Germany → Industries → Public sector → Hospital and Homes → Service type → Enter Catalogs of Service Types	Enter Catalogs of Service Types	SPRO	Yes
2	SAP Customizing IMG → Payroll → Payroll: Germany → Industries → Public sector → Hospital and Homes → Service type → Enter Service Types	Enter Service Types	SPRO	Yes
3	SAP Customizing IMG → Payroll → Payroll: Germany → Industries → Public sector → Hospital and Homes → Service type → Enter Service Categories	Enter Service Categories	SPRO	Yes
4	SAP Customizing IMG → Payroll → Payroll: Germany → Industries → Public sector → Hospital and Homes → Service type → Assign Catalog of Service Types to Company Code	Assign Catalog of Service Types to Company Code	SPRO	Yes

5.8.4 Configuration Steps

Configuration Task Name: Enter Catalogs of Service type
Configuration Values: Refer to Section 6
1. Click the 'Enter Catalogs of Service Type' to create the new Catalog as specified
2. Click the 'New Entries' button to create the new subtype as specified in Section 6

Change View "Catalogs of Service Types": Overview








 New Entries     


Catalog	Serv.Type	Catalog Text
01	Hospital	
02	Home Area	
03	College	
04	Industries	

3. Click on Save.

Configuration Task Name: Enter Service types
Configuration Values: Refer to Section 6
1. Click the 'Enter Service Type' to create the new Service type
2. Click the 'New Entries' button to create the new Service type

Change View "Service Types": Overview

 Expand <-> Collapse New Entries   Delimit    

Ca...	Srv. Type	Service Ty.Text	Start	End	
02	15	Other financial services	01.01.1900	31.12.9999	
02	16	Plant maintenance service	01.01.1900	31.12.9999	
02	17	Not used at present	01.01.1900	31.12.9999	
02	18	Not used at present	01.01.1900	31.12.9999	
02	19	Not used at present	01.01.1900	31.12.9999	
02	20	Administration service	01.01.1900	31.12.9999	
02	21	Receptionist	01.01.1900	31.12.9999	
02	22	Annual student trainees	01.01.1900	31.12.9999	
02	23	Non milit. service/train.	01.01.1900	31.12.9999	
02	XX	No service type used	01.01.1900	31.12.9999	
03	06	Technical personnel	01.01.1900	31.12.9999	
03	07	Administrative personnel	01.01.1900	31.12.9999	
03	11	Other personnel	01.01.1900	31.12.9999	
03	20	Scientific personnel	01.01.1900	31.12.9999	
03	21	Artistic personnel	01.01.1900	31.12.9999	
04		Industries	01.01.1900	31.12.9999	

4. Click on Save.

Configuration Task Name: Enter Service Categories

Configuration Values: Refer to **Section 6**

1. Click the 'Enter Service Categories' to create the new Service Category
2. Click the 'New Entries' button to create the new Service Category

Expand <-> Collapse New Entries Delimit

4. Click on Save.

Configuration Values: Refer to **Section 6**

1. Click the "Assign Catalog of Service types to Company Code"
2. Click the 'New Entries' button to Assign Catalog of Service types to Company code

Change View "Grouping of Company Code - Catalog of Service Types": Ove

New Entries

Language EN

Grouping of Company Code - Catalog of Service Types

CoCd	Service Type Catalog	Serv.Type Catalog Text	Service Types Active
0001	01	Hospital	<input type="checkbox"/>
CC01	04	Industries	<input checked="" type="checkbox"/>
DAGJ		Industries	<input checked="" type="checkbox"/>
DE01	01	Hospital	<input checked="" type="checkbox"/>
RECO	01	Hospital	<input type="checkbox"/>
REOB	01	Hospital	<input type="checkbox"/>
RERF	01	Hospital	<input type="checkbox"/>
SG01	01	Hospital	<input type="checkbox"/>

4. Click on Save.

5.9 Activate Inheritance of Account Assignment Features

5.9.1 Business Decision

The business will need to consider the requirements for subordinate positions to inherit account assignment features from their parent organizational unit.

5.9.2 Configuration Design and Rationale

This step determines whether the account assignment features (controlling area, company code, and business area) of organizational units are to be inherited by subordinate positions.

5.9.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Basic Settings → Activate Inheritance of Account Assignment Features	Activate Inheritance of Account Assignment Features	OOCINH	No

5.9.4 Configuration Steps

Configuration Task Name: Activate Inheritance of Account Assignment Features

Configuration Values: Refer to **Section 6**

1. Enter T-Code: OOCINH

[illegible]

2. Enter the values specified in **Section 6** on the 'Change View "Inheritance of Contr. Area in Pos. Overview' screen.

5.10 Set Up Transport Connection

5.10.1 Business Decision

The business will need to consider the required transport connection as per business requirements.

5.10.2 Configuration Design and Rationale

This configuration step is used to specify the desired transport connection to be used to transport Personnel Planning objects from the Customizing client.

5.10.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Transport → Set Up Transport Connection	Set Up Transport Connection	OOCR	No

5.10.4 Configuration Steps

Configuration Task Name: Set Up Transport Connection
Configuration Values: Refer to Section 6
1. Enter T-Code: OOCR

Change View "Set up PD Transport Connection": Overview

Documentation 

[illegible] Position...

Entry 1 of 3

2. Enter the values specified in **Section 6** on the 'Change View "Set up PD Transport Connection" Overview' screen.

5.11 Set Up Vacancy Infotype

5.11.1 Business Decision

The business will need to consider the requirement for leveraging the vacancy infotype in the SAP recruitment module.

5.11.2 Configuration Design and Rationale

This configuration step is to facilitate the integration to the Recruitment module to allow the setup of vacant positions in the organization.

5.11.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Infotype Settings → Activate/Deactivate “Vacancy” Infotype	Set Up Vacancy Infotype	OOVB	No

5.11.4 Configuration Steps

Configuration Task Name: Set Up Vacancy Infotype
Configuration Values: Refer to Section 6
1. Enter T-Code: OOVB

[illegible]

2. Click on 'New Entries' and enter the values specified in **Section 6** on the 'Change View "Vacancy Editing" Overview' screen.

5.12 Set Up Check Values for Authorities/Resources

5.12.1 Business Decision

The types of authorities and resources will need to be considered by the business.

5.12.2 Configuration Design and Rationale

The OM Infotype 1010 (Authorities/Resources) is divided into two subtypes. “Authorities” are the authorities, which describe a position regardless of the holder. Resources are assigned to work centers and positions, which require particular technical features.

5.12.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Infotype Settings → Set up Check Values for Authorities/Resources	Set Up Check Values for Authorities/Resources	OOKU	No

5.12.4 Configuration Steps

Configuration Task Name: Set Up Check Values for Authorities/Resources
Configuration Values: Refer to Section 6
1. Enter T-Code: OOKU

5.13 Set Up Check Values for Buildings

5.13.1 Business Decision

The addresses for buildings need to be considered by the business.

5.13.2 Configuration Design and Rationale

In this configuration step, the addresses for buildings in the business are maintained. Building addresses are used to give information on the location of objects such as work centers or resources (rooms). The specific object types that refer to a building address can be maintained by entering the desired object type for the Address infotype (IT1028).

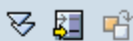

5.13.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Infotype Settings → Set Up Check Values for Buildings	Set Up Check Values for Buildings	SPRO	No




































5.13.4 Configuration Steps

Configuration Task Name: Set Up Check Values for Buildings
Configuration Values: Refer to Section 6
1. Enter T-Code: SPRO and navigate to SAP Customizing IMG → Personnel Management → Organizational Management → Infotype Settings → Set Up Check Values for Buildings

Display IMG

 Existing BC Sets  BC Sets for Activity  Activated BC Sets for Activity

Structure

- ▶  Customer Service
- ▶  Production
- ▶  Production Planning for Process Industries
- ▶  Project System
- ▼  Personnel Management
 - ▶  Global Settings in Personnel Management
 - ▼  Organizational Management
 - ▶  Basic Settings
 - ▶  Transport
 - ▶  Workbench Data Transfer
 - ▶  Integration
 - ▼  Infotype Settings
 -   Activate/Deactivate "Vacancy" Infotype
 - ▶  Working Time
 -   Set up Check Values for Authorities/Resources
 -   Set Up Check Values for Health Examinations
 -   Set up Check Values for Restrictions
 -   Set Up Check Values for Reasons
 -   Set Up Check Values for Buildings
 - ▶  Quota Planning
 -   Edit Organizational Plan
 - ▶  Matrix Organization
 - ▶  Dialog Control
 - ▶  Data Extraction
 - ▶  Hierarchy Framework
- ▶  Personnel Development
- ▶  Personnel Administration
- ▶  HR Administrative Services

2. Enter the values specified in **Section 6** on the 'Change View "Building Addresses" Overview' screen:

Change View "Building Addresses": Overview



New Entries

[illegible]

Position...

Entry 1 of 6

5.14 Set Up Integration with Personnel Administration

5.14.1 Business Decision

The OM objects that will be automatically integrated with PA needs to be considered by the business.

5.14.2 Configuration Design and Rationale

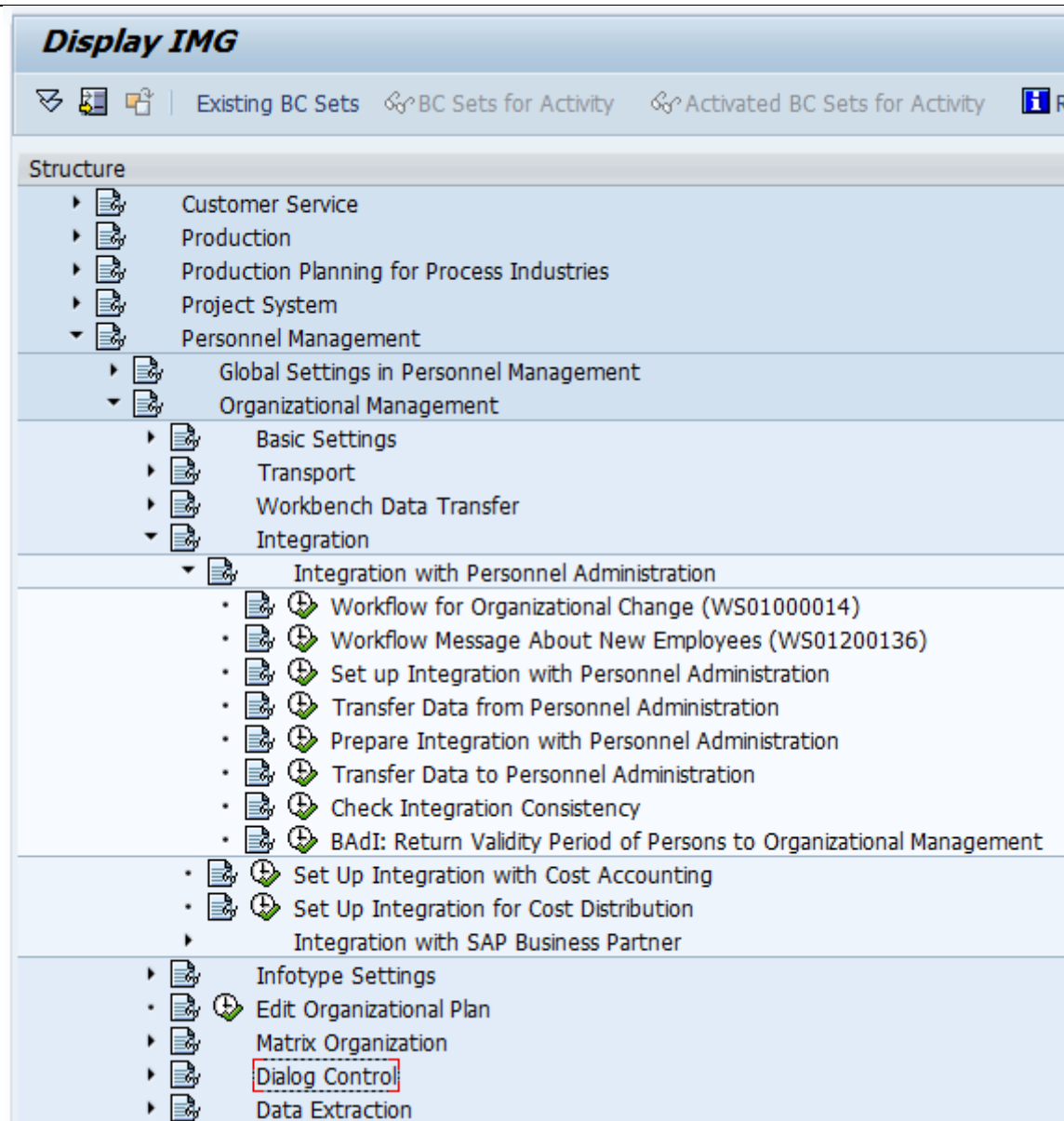
This configuration step is used to activate the integration between Personnel Administration (PA) and Organization Management (OM). This ensures that the contents of the OM solution are consistent with the configuration in the PA solution. Changes made to the OM objects that are relevant to integration are transferred to PA automatically.

5.14.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Integration → Integration with Personnel Administration → Set up Integration with Personnel Administration	Set Up Integration with Personnel Administration	SM30 > Maintain Table T77S0	No




5.14.4 Configuration Steps

Configuration Task Name: Set Up Integration with Personnel Administration
Configuration Values: Refer to Section 6
1. Enter T-Code: SPRO and navigate to SAP Customizing IMG → Personnel Management → Organizational Management → Integration → Integration with Personnel Administration → Set up Integration with Personnel Administration



2. Enter the values specified in **Section 6** on the 'Change View "HR Master Data Integration" Overview' screen.

Change View "HR Master Data Integration": Overview

Documentation   

System Switch (from Table T77S0)

Group	Sem. abbr.	Value abbr.	Description
PLOGI	EVCCC	02	Master data action: company code change
PLOGI	EVCRE	X	Generate event with entry T77INT (action designat.
PLOGI	EVEGC	02	Master data action: employee subgroup change
PLOGI	EVENB		Enhanced integration (X= on, Space= off)
PLOGI	EVPAC	02	Master data action for country reassignment
PLOGI	ORGA	X	Integration Switch: Organizational Assignment
PLOGI	PRELI	99999999	Integration default position
PLOGI	PRELU		Integration: PA update online or batch
PLOGI	TEXTC		Integration: transfer short text of job
PLOGI	TEXTO		Integration: transfer short text of org.unit
PLOGI	TEXTS		Integration: transfer short text of position
PPABT	PPABT	0	Switch: department
PPINT	BTRL		Default value for personnel subarea
PPINT	PERSA	NP01	Default value for personnel area



Position...

Entry 1 of 14

5.15 Integration of Personnel Planning and Master Data

5.15.1 Business Decision

The objects that will be integrated with PA needs to be considered by the business.

5.15.2 Configuration Design and Rationale

This configuration step ensures integration is activated between Personnel Administration (PA) and Organization Management (OM). The Feature PLOGI must be activated manually.




5.15.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Integration → Integration with Personnel Administration → Set up Integration with Personnel Administration → Participate in Integration	Integration of Personnel Planning and Master Data	PE03 > PLOGI	No








































5.15.4 Configuration Steps

Configuration Task Name: Integration of Personnel Planning and Master Data
Configuration Values: Refer to Section 6
1. Enter T-Code: SPRO and navigate to SAP Customizing IMG → Personnel Management → Organizational Management → Integration → Integration with Personnel Administration → Set up Integration with Personnel Administration

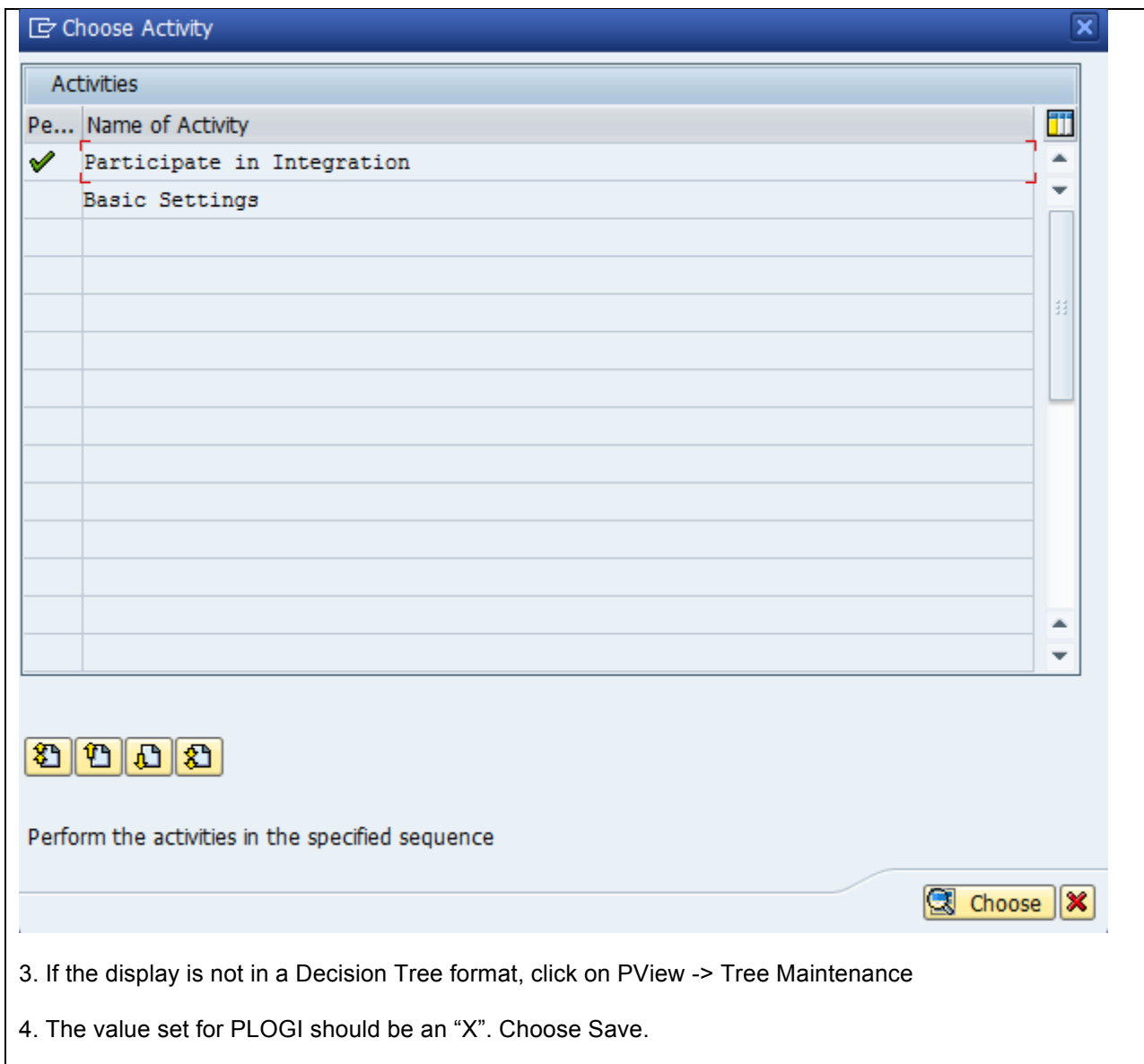
Display IMG

Existing BC Sets  BC Sets for Activity  Activated BC Sets for Activity 

Structure

- ▶  Customer Service
- ▶  Production
- ▶  Production Planning for Process Industries
- ▶  Project System
- ▼  Personnel Management
 - ▶  Global Settings in Personnel Management
 - ▼  Organizational Management
 - ▶  Basic Settings
 - ▶  Transport
 - ▶  Workbench Data Transfer
 - ▼  Integration
 - ▼  Integration with Personnel Administration
 -   Workflow for Organizational Change (WS01000014)
 -   Workflow Message About New Employees (WS01200136)
 -   Set up Integration with Personnel Administration
 -   Transfer Data from Personnel Administration
 -   Prepare Integration with Personnel Administration
 -   Transfer Data to Personnel Administration
 -   Check Integration Consistency
 -   BAdI: Return Validity Period of Persons to Organizational Management
 -   Set Up Integration with Cost Accounting
 -   Set Up Integration for Cost Distribution
 - ▶  Integration with SAP Business Partner
 - ▶  Infotype Settings
 -   Edit Organizational Plan
 - ▶  Matrix Organization
 - ▶  Dialog Control
 - ▶  Data Extraction

2. On the Choose Activity dialog box, double-click Participate in Integration.



Process feature PLOGI: decision tree

PLOGI Control: Integration of personnel planning and master data
Status: Active

X

5. Choose Activate

5.16 Set Up Integration with Cost Accounting/Distribution

5.16.1 Business Decision

The cost centers that are assigned to a controlling area needs to be considered by the business.

5.16.2 Configuration Design and Rationale

The default controlling area is not set by default. If relationships between cost centers and positions or organizational units are created, the system will ask to assign the cost center to a controlling area. In such cases, the value defined in this step is used as the default.

5.16.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Integration → Set up Integration for Cost Distribution	Set Up Integration with Cost Accounting/Distribution	OOCDIST	No

[illegible]

5.17 Set up Integration with Business Partner

5.17.1 Business Decision

The persons and/or organizational units that are SAP business partners need to be considered by the business.

5.17.2 Configuration Design and Rationale

This step is used to activate integration with SAP Business Partner. This enables other applications that depict persons and organizational units as business partners with HR master data and organizational data. It is possible to synchronize data separately for organizational units and employees.

5.17.3 Configuration Path

Step	IMG	Configuration Task Name	T-Code	Client Dependent
1	SAP Customizing IMG → Personnel Management → Organizational Management → Integration → Integration with Business Partner	Set up Integration with Business Partner	OO_HRALXCUSTINT	No

5.17.4 Configuration Steps

Configuration Task Name: Set Up Integration with Personnel Administration
Configuration Values: Refer to Section 6
1. Enter T-Code: OO_HRALXCUSTINT
2. Enter the values specified in Section 6 on the 'Change View "Activate Integration" Overview' screen:

Change View "Activate Integration": Overview

Documentation



System Switch (from Table T77S0)

[illegible]

Position...

Entry 1 of 3

6 Configuration Values

The Configuration Values are designed in Build Clusters. The Clusters list down all the possible values for configuration related to the process.

The following are the Build Clusters related to this document:

AP326_HR_Organizational Design

7 Unit Test Conditions & Results

Step	Test Condition	Transaction Code	Data and/ or Parameter for Test	Expected Results	Status & Date Passed
1	Set up Number Assignment for all Plan Versions	OONC	Number Assignment for Plan Versions	Number Assignment for all Plan Versions configured	
2	Maintain number ranges	OONR	Number ranges	Number ranges configured	
3	Maintain object types	OOOT	Object types	All specified object types configured	
4	Maintain infotypes	OOIT	Infotypes	All infotype time constraints configured	
5	Maintain relationships	OOVK	Object relationships	All object relationships are configured as specified	
6	Activate Inheritance of Account Assignment Features	OOCINH	Inheritance	Object inheritance requirements are configured	
7	Set Up Transport Connection	OOCR	Transport Connection	Desired transport connection is set up	
8	Set Up Vacancy Infotype	OOVB	Vacancy Infotype	Vacancy Infotype is set up	
9	Maintain Working Time Groups	OOGP	Working Time Groups	The Working Time Group is set up to prevent positions being more than 100% occupied	
10	Maintain Rule Values	OORW	Rule Values	The Working Time checks are configured	
11	Set Up Check Values for Authorities/Resources	OOKU	Check Values for Authorities/Resources	Checks for Authorities/Resources are configured	
12	Set Up Check Values for Health Examinations	OOGV	Check Values for Health Examinations	Checks for Health Examinations are configured	
13	Set Up Check Values for Restrictions	SPRO	Check Values for Restrictions	Checks for Restrictions are configured	
14	Set Up Check Values for Reasons	SPRO	Check Values for Reasons	Checks for Reasons are configured	
15	Set Up Check Values for Buildings	SPRO	Check Values for Buildings	Checks for Buildings are configured	
16	Integration with Personnel	SPRO	Integration with	PLOGI values are	

Step	Test Condition	Transaction Code	Data and/ or Parameter for Test	Expected Results	Status & Date Passed
	Administration		Personnel Administration	configured	
17	Integration of Personnel Planning and Master Data	PE03 > PLOGI	Integration of Personnel Planning and Master Data	PLOGI code can be seen in decision tree	
18	Activate PLOGI	PE03 > PLOGI	Activate PLOGI	The value set for PLOGI is "X"	
19	Set Up Integration with Cost Accounting/Distribution	OOCDIST	Integration with Cost Accounting/Distribution	Integration with Cost Accounting/Distribution is configured	
20	Set up Integration with Business Partner	OO_HRALXC USTINT	Integration with Business Partner	Integration with Business Partner is configured	
21	Job/Position Description	SPRO	Job/Position Description	Descriptive labels for Job/Position are configured	
22	Job Index	SPRO	Job Index	Job indices are configured	

8 Appendix

8.1 Infotype Maintenance

8.1.1 Infotype1000 (Object)

Change Object

Position: 50000043 Director General
Planning Status: Active
Validity: 01.01.2013 to 31.12.9999 [Change Information](#)

Object: 01 S 50000043 1
Object abbr.: 50000043
Object name: Director General
Language Key: English

Record 1 of 1

8.1.2 Infotype 1001 (Relationship)

Change Relationships

Position: 50000043 Director General
Planning Status: Active
Valid from: 01.01.2013 to 31.12.9999 [Change Information](#)

Relationships: 01 S 50000043 1
Relationship type/relationship: A 003 Belongs to

Related Object
Type of related object: Organizational unit
ID of related object: 40000007
Abbreviation: O 40000007
Name: Department of Attorney General

Priority: ☐

Record 1 of 4

8.1.3 Infotype 1002 (Description)

Create Description

Find by
Position
Search Term
Structure Search

Position: 50000043 Director General
Planning Status: Active
Validity: 03.04.2015 to 31.12.9999 [Change Information](#)

Description: 01 S 50000043 1
Subtype: Aboriginal-POC
Language: English

Description

Aboriginal

Ln 1 - Ln 9 of 27 lines

8.1.4 Infotype 1005 (Planned Compensation)

Change Planned Compensation

Find by
Position
Search Term
Structure Search

Position: 50000043 Director General
Planning Status: Active
Valid from: 01.01.2013 to 31.12.9999 [Change Information](#)

Planned Compensation: 01 S 50000043 1

Pay Grade Pay Scale Direct

Salary structure data

Ctry Grouping: Australia
Pay grade type: 01 Statutory Agreement
Pay grade area: 01 Dept. Transportation
Pay grade: EXEC
Pay grade level: 01 To 01
Key Date for Display: 03.04.2015

Currency key: AUD Australian Dollar
Pay grade: 72,000.00 To 78,000.00
Reference salary: 0.00
Time unit: Annually

Record 1 of 1

8.1.5 Infotype 1007(Vacancy)

Display Vacancy

Find by

- Position
 - Search Term
 - Structure Search

Position: 50000043 Director General

Planning Status: Active

Valid from: 01.04.2014 to 31.12.9999 [Change Information](#)

Vacancy: 01 S 50000043 1

☐ Open

☒ Vacancy filled

Record 1 of 1

8.1.6 Infotype 1008 (Acct, Assignment Features)

Change Acct. Assignment Features

Find by

- Organizational unit
 - Search Term
 - Structure Search

Organizational unit: O 40000007 Department of Attorney General

Planning Status: Active

Valid from: 01.01.2013 to 31.12.9999 [Change Information](#)

Acct. Assignment Features 01 O 40000007 1

Company Code	DAGJ	Department of Justice
Business Area	DJ01	NSW Trustee and Guardian
Personnel area	PS05	Department of AG & Justice
Pers. subarea	NS01	Sydney
CO Area		
FM Area	FM01	

Record 1 of 1

8.1.7 Infotype 1010 (Authorities & Resources)

Create Authorities/Resources

Find by

- Position
 - Search Term
 - Structure Search

Position: 50000043 Director General
 Planning Status: Active
 Valid from: 03.04.2015 to 31.12.9999 [Change Information](#)

Authorities/Resources 01 S 50000043 1
 Subtype: Authority/pwr of attorney

Res	Resource name
003	Purchases up to DM 50,000

Entry 1 of 1

8.1.8 Infotype 1013 (Employee Group/Sub Group)

Change Employee Group/Subgroup

Find by

- Position
 - Search Term
 - Structure Search

Position: 50000043 Director General
 Planning Status: Active
 Valid from: 01.01.2013 to 31.12.9999 [Change Information](#)

Employee Group/Subgroup 01 S 50000043 1
 Employee group: Permanent
 EE subgroup: EX Executive

Record 1 of 1

8.1.9 Infotype 1016 (Standard Profiles)

Create Standard Profiles

Position: 50000043 Director General
 Planning Status: Active
 Validity: 03.04.2015 to 31.12.9999 [Change Information](#)

Standard Profiles 01 S 50000043 1

Profile	Profile text	Generated	Variant
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Entry 1 of 0

8.1.10 Infotype 1018 (Cost Distribution)

Create Cost Distribution

Position: 50000043 Director General
 Planning Status: Active
 Start date: 03.04.2015 to 31.12.9999 [Change Information](#)

Cost Distribution 01 S 50000043 1

Master cost center: DJ01100100 Crown Solicitor
 Default service type: 01 / 01

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
COA1	DJ01100100	100020				

[New entries](#) Entry 1 / 0

Entry 1 of 0

8.1.11 Infotype 1028 (Address)

Create Address

Find by

Position

Search Term

Structure Search

Position

50000043

Director General

Planning Status

Active

Validity

03.04.2015

to

31.12.9999

Change Information

Address

01 S 50000043 1

Building Address

Building

Administration 2

Address suppl.

3 avenue Aristide Briand

House no/street

House number

Street

PCode/City

Country

Region

Room

Room number

Telephone no.

Fax number

8.1.12 Infotype 1222 (General Attribute Maintenance)

Create General Attribute Maint.

Find by
Position
Search Term
Structure Search

Position: 50000043 Director General
Planning Status: Active
Validity: 03.04.2015 To 31.12.9999 [Change Information](#)
Subtype: Statutory code

General Attribute Maint. 01 S 50000043 1

Attribute	Value (from)	Value (to)	Default	Exclu...
ANZCO	1222		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

8.1.13 Infotype 1503 (Service Category)

Create Service Type/Category

Fast entry

Position: 50000106 Chief Finance Officer
Planning Status: Active
Start date: 03.04.2015 to 31.12.9999 [Change Information](#)

Service Type/Category 01 S 50000106 1

Service Type Catalog	04	Test AESG
Service type	01	Test AESG
Service category	01	Test AESG1

8.1.14 Infotype 9222 (Approver Tag)

Create Approver Tag

Find by

- Position
 - Search Term
 - Structure Search

Position: 50000106 Chief Finance Officer

Planning Status: Active

Validity: 03.04.2015 to 31.12.9999 [Display change infor](#)

Approver Tag: 01 S 50000106 1

Process Type: ABSC Leave

Sequence No.: 100

SubType Filter: P* Manager/Subordinate: M

Approver Level: 01 Level 1

Admin Type: A_AB Time Data Administrator

Personnel Area: PS01 Department of Transportation

Personnel Subarea: NS01 Sydney

Employee Group: A Permanent

Employee Subgroup: SA Salaried

Organisation Unit: 50000498 Wollongong Team

Job: 50000469 Supervisor

Cost Center:

Amount: 0.00 Rank: 0

Number: 0.00 Amount/Number:

Unit:

No configuration changes are required for OM infotypes 1007, 1008, 1013 and 1016.